

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI  
PROBATION OFFICE

DOUGLAS W. BURRIS  
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REPLY TO: GOODFELLOW OFFICE

July 27, 2009

Dear Vendor:

The United States District Court for the Eastern District of Missouri is soliciting numerous proposals to provide treatment services in the following areas: substance abuse treatment, urine collection, methadone maintenance and detox, outpatient detox/antagonist treatment, manualized cognitive behavioral group, mental health treatment, integrated treatment for co-occurring disorders, therapeutic community treatment, residential treatment, sex offender treatment, and polygraph services.

On July 27, 2009, the Request for Proposal (RFP) were posted on the U.S. Probation Office web page at [www.moep.uscourts.gov](http://www.moep.uscourts.gov) (under Treatment Services). The website provides all of the needed information to complete the procurement process. Once the information is posted, if you are unable to print the documents, you may contact Dana Hicks at (314) 244-6772 and request a copy.

The RFP can be a difficult document to complete, and in order to have a technically acceptable RFP, the vendor must full address all necessary requirements. In an effort to assist you, our district will host an Offeror's Conference to go over what the vendor must include in their response to the RFP, as well as answer questions concerning the RFP and the solicitation process. **The Offeror's Conference will be held in the multipurpose room of the 22nd floor of the Thomas F. Eagleton U.S. Courthouse, 111 S. 10th Street, St. Louis, Missouri 63102 on Monday, August 3, 2009 at 9:00 a.m.**

**Please read the RFP carefully prior to attending the Offeror's Conference.** Do not rely on knowledge of previous RFPs , or knowledge or previous Federal procurement procedures. *The vendor and all subcontractors must have a site within the catchment area, which will be evaluated during an on-site visit.*

Although this in no way obligates the vendor to complete the Request for Proposal, if you plan to attend the Offeror's Conference, please submit an e-mail to either [Nicole\\_Vernier-Gelven@moep.uscourts.gov](mailto:Nicole_Vernier-Gelven@moep.uscourts.gov), so we have an estimate of the number of people attending

Vendors should make every attempt to attend the Offeror's Conference. However, if you are unable to attend, a link for an audio broadcast from the Offeror's Conference will be posted on the web site at [www.moep.uscourts.gov](http://www.moep.uscourts.gov).

**Please check the web site frequently for any updates or changes. If we are unable to host the Offeror's Conference on the date scheduled, this will be posted on the web site.**

Sincerely,

Douglas W. Burris  
Chief U.S. Probation Officer